Americans with Disabilities Act (ADA)

What Supervisors Need to Know
American With Disabilities Act (ADA)- What Supervisors Need to Know

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Understand the **essential functions** of a job for all employees

- Essential job functions are used to determine the rights of an employee with a disability under ADA. An employee who can't perform the essential job functions, even with a reasonable accommodation, isn't considered qualified for the job and isn't protected from discrimination.

It is important that you define, as accurately as possible, what the essential functions of the job are.

Work with HR on this.

Important for determining if a request for an accommodation is reasonable.
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Essential Functions:

Look at the job the person will be doing

Essential functions for clerical staff are not the same as an electrician

- How long must the person stand to do the job?
- Must the person sit or walk?
- Do they need to use ladders?
- Do they need to focus and concentrate on highly technical data for hours?
- Do they need to do fine, manipulative work with their hands for long time periods?
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The ADA accommodation request must be **reasonable**

- Example – an employee asking for a power door operator for a very heavy door they need to use to access their building. The door is ADA compliant, but very heavy and the employee needs to use this door, frequently, to do their essential functions. This request is **reasonable** as it will not be expensive to implement and it focuses on the essential functions of the job.

- Example – An employee requesting a power door operator for every door in the building (and the doors meet ADA code). This is **unreasonable** as it is expensive to implement and the employee does not need to use every door in the building to do the essential functions of their job.
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Know the process for requesting an **ADA accommodation**.

Human resources has the form/process

Request is reviewed by:

- Employees – HR
- Students – Office of Disability Services
Supervisor - ADA

Work with ADA committee and your supervisors to improve accessibility at your buildings and on campus grounds.

Understand that we comply with the ADA law and building code requirements and not all requests for accessibility modifications can or will be approved.

Older buildings “grandfathered in” and are not up to modern day ADA building codes.

Be receptive and helpful to those with disabilities who request assistance but remember not everyone with a disability asks for or wants assistance.

Not everyone with a disability wants their disability to be known.